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BACKGROUND: In 2006, an automated Minaret-based classification proposal system replaced the former manual worksheet-based system. This instruction sheet provides guidelines for using the automated system to propose a new classification number, to propose a new reference, or to modify an existing number. It also includes, as an Appendix, examples of the most common types of classification proposals, together with step-by-step instructions for creating them. For unusually complicated situations, catalogers should consult with the Policy and Standards Division for assistance in preparing a proposal.

1. Accessing the system.

LC catalogers go to URL: <http://lcconline.info/Menu/proposal.html>

SACO catalogers go to URL: <http://classificationweb.net/Menu/proposal.html>

All catalogers: Click on **Create, Edit and Browse Classification Proposals**
Login with Minaret username and password.

2. Proposing a new number.

a. Creating a proposal. In the browse field, enter any class number that is in the area where the new number is to be proposed and press **Enter**.

Choose any existing number that is similar in form to the new one, preferably one that is in the same hierarchy and at the same indentation, click the **white icon** at the end of the caption and select **Propose a new class number here** from the pop-up menu. For example, to propose a new Cutter number in an existing list of Cutters, choose any of the existing Cutters in the list, click the **white icon** and select **Propose a new class letter here**. An "EZ" input screen is displayed.

In the **Proposal generated by** field, select the appropriate radio button, as follows:

Book. Select this button if any non-Priority-1 bibliographic item is being submitted with the proposal, such as a book, serial, music score, etc.

No book. Select this button if no bibliographic item is being submitted with the proposal. For example, if the proposal is being made in order to correct an error in the schedule or in response to correspondence, select **No book**.

*Note: If the item that has generated the proposal is printed music, select **No Book** and do not submit the item with the proposal.*

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2. Proposing a new number.

a. Creating a proposal. (Continued)

CIP. Select this button if the proposal is being made in connection with the cataloging of a CIP or any other Priority 1 material, except a rare book.

Rare Book. Select this button if the proposal is being made in connection with the cataloging of a rare book.

Coop. Select this button if the proposal originated with a library outside of LC that is a participant in the SACO program.

Editable fields on the EZ input screen (* = required field):

- * **Proposed Class #.** This field initially contains the existing number that was chosen as the basis for the new proposal. Change this number to the new number proposed. Indicate whether this is a single number, displayed span, or suppressed span, by selecting the appropriate radio button.¹

Hierarchy. If the number that was chosen as the basis for the new proposal has the same hierarchy as the newly proposed number, the field need not be edited at all.²

- * **Caption.** The field initially contains the existing caption that was chosen as the basis for the new proposal. Replace this caption with the new caption being proposed.

TABLE. If the proposal is for a span of numbers that is subarranged by a table, enter the applicable table number in the **TABLE** field.

Note. Enter the text of a "Class here" or "Including" note, if any, in this field.

2. Proposing a new number.

a. Creating a proposal. (Continued)

Editable fields on the EZ input screen (* = required field): (Continued)

- * **Work cat.** Provide a citation of the work that is generating the proposal in this field. Use the same citation style that is used for subject heading proposals (see H 200, sec. 9.a.).

Cataloger's comments. Enter comments about the proposal, if any, in this field.

Pattern. Enter in this field an existing number or span of numbers that is being used to justify the new proposal. If no pattern is being cited, leave the field blank. Cite as patterns only developments that are identical or similar to the new proposal in (1) terminology of the caption(s) and (2) location of the caption(s) in relation to surrounding lines. For developments in classes D, H, Q, and R that follow the models for those schedules (see F 195), enter **D model** [**H model**, etc.]

Better. Determine from a Voyager shelflist search and enter into this field the approximate number of existing entries that would be better classified in the newly proposed number or numbers. This is for the benefit of the editorial meeting in judging the impact on the shelflist of the new proposal. The existing records are normally not reclassified. If there are no betters, leave it blank.

Email address. Entering an email address into this field causes a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Leave the field blank to avoid receiving these messages.

Any of the above fields that is not marked with an asterisk may be left blank if it is not applicable to the proposal.

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2. *Proposing a new number.* (Continued)

b. Saving and viewing the proposal. When the form is completed, click **Save**. A screen appears confirming that the proposal has been saved. Click **Close**.

Click the Minaret **Refresh** button at the top of the classification browse page. (Do NOT use the browser's Refresh button for this purpose.)

The newly proposed number and caption appear in green lettering in the browse display. This display enables the cataloger to confirm whether the proposed number and caption are in the correct location and at the correct indentation. If there are any errors, edit the proposal by clicking on the **white icon** and selecting **Modify or delete this proposal** from the pop-up menu. The EZ input screen is displayed. Make the necessary changes and save the proposal again. Use the Minaret **Refresh** button to see the changed proposal displayed in context on the browse screen.

c. Deleting a proposal. A proposal may be deleted by clicking on the **white icon** at the end of the caption and selecting **Modify or delete the proposal** from the pop-up menu. The EZ input screen will appear. Click on **Delete** at the top of the form.. A screen appears confirming that the proposal has been deleted. Click **OK**. Use the **Refresh** button to and the proposal will have disappeared.

The system allows a cataloger to delete only his or her own proposals, not those that were created by another contributor. A proposal can be deleted only until PSD assigns the proposal to a tentative list. An existing approved number cannot be deleted, nor can any proposed number that has already been assigned to a tentative list.

d. Proposals for two or more consecutive numbers and captions. If a proposal consists of a group of consecutive numbers and captions, a separate proposal must be created for each line. This is done by repeating all of the steps in this process for each new line.

Once the first proposal has been created and is displayed in green, it can be used as the basis for creating the next proposal by clicking the **white icon** beside it and selecting **Propose a new class number here**. For detailed instructions on creating multiple-line proposals, see Example 3 in the Appendix to this instruction sheet.

3. Proposing a new see reference or confer note. There are two different methods for creating a see reference or a Cf. note. The first method, which is often more straightforward, is described in sect. 3.a below. The second method, which is less straightforward but more technically correct, is described in section 3.b below. Either method is acceptable, except when a proposal is being made to parenthesize (cancel) an existing number. In that case, always use the first method.

a. Creating a proposal (Method 1).

Note: When creating a see reference or Cf. note to a new number that is being proposed at the same time, be sure to create the proposed number BEFORE attempting to create the see reference or Cf. note. If a user attempts to create a reference or Cf. note to a number that does not yet exist, the system returns an error message.

In the browse field enter the class number where the reference is to be added, and press **Enter**. Locate the class number in the browse display, click on the **white icon** and select **Propose a reference here** from the pop-up menu. An "EZ" input screen is displayed. Indicate whether the proposal is for a "see" reference, a "Cf." note, or a "For ... see ..." note by selecting the appropriate radio button.

See reference. A "see" reference appears in Class Web and the printed classification schedules as follows:

Cats see SF441	<i>[if the reference is to a single number]</i>
Cats see SF441+	<i>[if the reference is to a span of numbers]</i>

To create this type of reference, select the first radio button on the EZ form. In the **Caption** field, type **Cats**; in the **see Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**).

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3. Proposing a new see reference or confer note.

a. Creating a proposal (Method 1). (Continued)

Cf. note. A "Cf." note appears in Class Web and the printed classification schedules as follows:

Cf. SF441 Cats	[if the reference is to a single number]
Cf. SF441+ Cats	[if the reference is to a span of numbers]

To create this type of reference, select the second radio button on the EZ form. In the **Cf. Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**); in the **Topic** field, type **Cats**.

"For ... see ..." reference. A "For ... see ..." reference appears in Class Web and the printed classification schedules as follows:

For cats see SF441	[if the reference is to a single number]
For cats see SF441+	[if the reference is to a span of numbers]

To create this type of reference, select the third radio button on the EZ form. In the **For Topic** field, type **cats** (lowercase the term you type in this field); in the **see Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**).

Work cat. Provide a citation of the work that is generating the proposal in this field. Use the same citation style that is used for subject heading proposals (see H 200, sec. 9.a.).

3. *Proposing a new see reference or confer note.*

a. *Creating a proposal (Method 1). (Continued)*

Cataloger's comments. Enter comments about the proposal, if any, in this field.

Email address. Entering an email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a weekly list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Leave the field blank to avoid receiving these messages.

b. *Creating a proposal (Method 2).* Section 3.b(1) below describes the procedure for making a proposal for a reference when a proposal for a new number is *not* also being proposed. Section 3.b(2) below describes the procedure when a new number is also being proposed.

(1) *Creating a reference to an existing number using Method 2.* In the browse field enter the class number to which the reference will refer, and press **Enter**. Locate the class number in the browse display, click on the **white icon**, and select **Propose a change to this record** (or **Modify or delete this proposal** if the class number is also being proposed) from the pop-up menu. An "EZ" input screen is displayed. Indicate whether the proposal is for a "see" reference, a "Cf." note, or a "For ... see ..." note by selecting the appropriate radio button.

See reference. A "see" reference appears in Class Web and the printed classification schedules as follows:

Robb, J. D., 1950- see PS3568.O243

To create this type of reference, select the first radio button on the EZ form. In the **Caption** field, type **Robb, J. D., 1950-** ; in the **see Target #** field, type the location where the reference should appear, **PS3568.O222** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span).

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3. Proposing a new see reference or confer note.

b. Creating a proposal (Method 2).

(1) Creating a reference to an existing number using Method 2. (Continued)

Cf. note. A "Cf." note appears in Class Web and the printed classification schedules as follows:

Cf. QK86.5 Applied ethnobotany [if the reference is to a single number]

Cf. QK86.5+ Applied ethnobotany [if the reference is to a span of numbers]

To create this type of reference, select the radio button marked **Cf. note** on the EZ form. In the **Cf. Target #** field, type the number under which the Cf. note should appear. For example, type **GN476.73** if the reference should appear there (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., **GN476.73-GN467.732**); in the **Topic** field, type **Applied ethnobotany**.

"For ... see ..." reference. A "For ... see ..." reference appears in Class Web and the printed classification schedules as follows:

For applied ethnobotany see QK86.5

[if the reference is to a single number]

For applied ethnobotany see QK86.5+

[if the reference is to a span of numbers]

To create this type of reference, select the radio button labeled **For ... see...**, on the EZ form. In the field, type **applied ethnobotany** (lowercase the term you type in this field); in the **For ... see... (class #)** field, type **QK86.5** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., **QK86.5-QK86.52**).

3. *Proposing a new see reference or confer note.*

b. *Creating a proposal (Method 2).*

(1) *Creating a reference to an existing number using Method 2. (Continued)*

Work cat. Provide a citation of the work that is generating the proposal in this field. Use the same citation style that is used for subject heading proposals (see H 200, sec. 9.a.).

Cataloger's comments. Enter comments about the proposal, if any, in this field.

Email address. Entering an email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a weekly list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Leave the field blank to avoid receiving these messages.

When the form is completed, click **Save**. A screen appears confirming that the proposal has been saved. Click **Close**.

Click the Minaret **Refresh** button at the top of the classification browse page (Do NOT use the browser's Refresh button for this purpose.)

The newly proposed reference or note appears in brown lettering in the browse display. This display enables the cataloger to confirm whether the proposed reference is in the correct location and is correct in all other respects. If there are any errors, do not attempt to modify the proposal. Instead, delete it, as instructed in sec. 3.c., below, and create a new reference.

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3. Proposing a new see reference or confer note.

b. Creating a proposal (Method 2). (Continued)

(2) Creating a proposal for both a new number and a reference using Method 2.

Note: If creating a see reference or Cf. note to a new number that is being proposed at the same time, make the proposal for the new number first, following the instructions in sec. 2 above. The proposal for the reference will be added to the EZ form for the proposal.

Click on the **white icon** next to the green caption and select **Modify or delete this proposal** from the pop-up menu. The "EZ" input screen for the proposal is displayed. Indicate whether the proposal is for a "see" reference, a "Cf." note, or a "For ... see ..." note by selecting the appropriate radio button.

See reference. A "see" reference appears in Class Web and the printed classification schedules as follows:

Cats see SF441	<i>[if the reference is to a single number]</i>
Cats see SF441+	<i>[if the reference is to a span of numbers]</i>

To create this type of reference, select the first radio button on the EZ form. In the **See ref. (class #)** field, type **SF441** ((or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**). In the **Caption** field, type **Cats**.

3. *Proposing a new see reference or confer note.*

b. *Creating a proposal (Method 2).*

(2) *Creating a proposal for both a new number and a reference using Method 2. (Continued)*

Cf. note. A "Cf." note appears in Class Web and the printed classification schedules as follows:

Cf. SF441 Cats [if the reference is to a single number]
Cf. SF441+ Cats [if the reference is to a span of numbers]

To create this type of reference, select the third radio button on the EZ form. In the **Cf. note (class #)** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**); in the **Topic** field, type **Cats**.

"For ... see ..." reference. A "For ... see ..." reference appears in Class Web and the printed classification schedules as follows:

For cats see SF441 [if the reference is to a single number]
For cats see SF441+ [if the reference is to a span of numbers]

To create this type of reference, select the second radio button labeled **For For ... see ...** on the EZ form. In the **For ... see ... (class #)** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., **SF441-SF450**). In the **Topic** field, type **cats** (lowercase the term you type in this field).

Cataloger's comments. Enter comments about the proposal, if any, in this field.

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3. *Proposing a new see reference or confer note.*

b. Creating a proposal (Method 2).

(2) Creating a proposal for both a new number and a reference using Method 2 (Continued)

Email address. Entering an email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a weekly list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Leave the field blank to avoid receiving these messages.

When the form is completed, click **Save**. A screen appears confirming that the proposal has been saved. Click **Close**.

In the browse field enter the class number to which the reference will refer, and press **Enter**. Locate the class number in the browse display. The newly proposed reference or note appears in green lettering in the browse display. This display enables the cataloger to confirm whether the proposed reference is in the correct location. Do not attempt to correct the indentation if it is incorrect. Staff in PSD will correct it.

c. Deleting a proposal.

A proposal can be deleted by clicking on the **white icon** and selecting **Modify or delete this proposal** from the pop-up menu. The EZ form will display. Click the **Delete** button.

A screen confirming the deletion will appear; click **OK**. Click the **Refresh** button, and the proposal has disappeared.

The system allows a cataloger to delete only his or her own proposals, not those that were created by another cataloger. A proposal can be deleted only until PSD assigns the proposal to a tentative list. An existing approved number cannot be deleted, nor can any proposed number that has already been assigned to a tentative list.

4. Proposing a modification to an existing class number.

a. Creating a proposal. In the browse field, enter the class number to be modified, and press **Enter**. Click on the **white icon** at the end of the caption and select **Propose a change to this record** from the pop-up menu. An "EZ" input screen is displayed.

In the **Proposal generated by** field, select the appropriate radio button. See sec. 2.a, above, for an explanation of the choices.

Editable fields on the EZ input screen:

Proposed Class #. To modify the classification number or span, edit this field. Indicate whether the edited field is a single number, displayed span, or suppressed span, by selecting the appropriate radio button.¹

Hierarchy. To change the indention of a caption, edit this field.²

Caption. To modify the wording of a caption, edit this field.

TABLE. To add or change a table reference, edit this field.

Note. To add a "Class here" or "Including" note, or modify an existing note, edit this field.

Work cat. Provide a citation of the work that is generating the proposal in this field. Use the same citation style that is used for subject heading proposals (see H 200, sec. 9.a.).

Cataloger's comments. Enter comments about the proposal, if any, in this field.

Pattern. Enter in this field an existing number or span of numbers that is being used to justify the new proposal. If no pattern is being cited, leave the field blank. Cite as patterns only developments that are identical or similar to the new proposal in (1) terminology of the caption(s) and (2) location of the caption(s) in relation to surrounding lines. For developments in classes D, H, Q, and R that follow the models for those schedules (see F 195), enter **D model** [**H model**, etc.].

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4. Proposing a modification to an existing class number. (Continued)

Better. Determine from a Voyager shelflist search and enter in this field the approximate number of existing entries that would be better classified in the newly proposed number or numbers. This is for the benefit of the editorial meeting in judging the impact on the shelflist of the new proposal. The existing records are normally not reclassified. If there are no betters, leave it blank.

Email address. Entering an email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a weekly list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Leave the field blank to avoid receiving these messages.

Any of the above fields may be left blank if they are not applicable to the proposal.

b. Saving and viewing the proposal. When the form is completed, click **Save**. A screen appears confirming that the proposal has been saved. Click **Cancel**.

Click the Minaret **Refresh** button at the top of the classification browse page. (Do NOT use the browser's Refresh button for this purpose.)

The proposed modification appears in brown lettering in the browse display, immediately below the existing number, which continues to be displayed in black. This display enables the cataloger to confirm whether the modification is as intended. If there are any errors, edit the proposal by clicking the **white icon** at the end of the caption and selecting **Modify or delete this proposal** from the pop-up menu. The EZ input screen is displayed. Make the necessary changes and save the proposal again. Use the **Refresh** button to see the changed proposal displayed in context on the browse screen.

4. Proposing a modification to an existing class number. (Continued)

c. Deleting a proposal. A proposal can be deleted by clicking the **white icon** next to the caption and selecting **Modify or delete this proposal** from the pop-up menu. The EZ input screen will appear; click **Delete** at the top of the form. After the screen is refreshed, the proposal has disappeared.

The system allows a cataloger to delete only his or her own proposals, not those that were created by another cataloger. A proposal can be deleted only until PSD assigns the proposal to a tentative list. An existing approved number cannot be deleted, nor can any proposed number that has already been assigned to a tentative list.

d. Modifying multiple numbers and captions. When proposing a change that affects several consecutive existing numbers and captions, prepare a proposal to modify only the first line of the group. In the **Cataloger's comments** field, provide an explanation of the full scope of the proposal. For example, to add a level of hierarchy, i.e., change the indentation, of SF441-450, prepare a proposal to modify the hierarchy of only the first line of this group, and in the **Cataloger's comments** field, add an instruction such as "Change the hierarchy of this line and all subsequent lines through SF450."

NOTES

¹**Spans of numbers.** When entering a span of numbers on the EZ form, the COMPLETE beginning number and the COMPLETE ending number on the form must be provided. Class Web and the print program for the classification schedules will truncate the span to eliminate redundancy. Examples of how, and how not, to enter spans of numbers on the EZ form:

TK140.A-TK140.Z	[not TK140.A-Z]
JS3931-JS3939	[not JS3931-3939; not JS3931-9]

Displayed span. This is a span that is visible on Classification Web browse screens and in the LCC printed schedules. The most common types of displayed spans are those ending with "A-Z" and those accompanied by a reference to a table that provides for an explicit breakdown of the span.

Suppressed span. This is a "summary number" span that serves to anchor a line within the classification, but is not visible on Class Web browse screens or the printed schedules. It consists of the first number and the last number of captions that fall below it in the hierarchy, i.e., captions that are indented under it. In the following example, the lines "Cats" and "History and conditions" have suppressed spans that are not shown in Class Web or the printed schedules:

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¹*Spans of numbers. (Continued)*

	Cats
SF441	Periodicals. Societies. Serials
SF442	General works
	History and conditions
SF442.6	General works
SF442.63.A-Z	By region or country, A-Z
SF449.A-Z	By breed or type, A-Z
SF450	Feral cats

In this example, the suppressed number span for the line "Cats" is SF441-SF450. The suppressed number span for the line "History and conditions" is SF442.6-SF442.63. To create this type of proposal, the suppressed spans for these lines must be provided, and the "suppressed span" radio button must be selected.

²The indentation of a line can be changed by editing its hierarchy field. To move a caption one indentation to the right, for example, add one line to the hierarchy field. To move a caption one indentation to the left, delete one line from the hierarchy field. By default, the EZ form displays the lines of the field indented as a stepladder. These indentions have no technical significance, however, and are used only to make the field easier to read and interpret. When lines are added to the field, they may be indented in the same stepladder style, but it is not necessary to do so. Although the indentions are not significant and need not be uniform on the EZ form, it IS important that each level of hierarchy be placed on a SEPARATE LINE so that when the system converts the EZ form data to a MARC classification record, the proper number of hierarchy subfields will be created. (Minaret counts the number of hierarchy subfields in order to determine the appropriate indentation for a caption in browse displays.)

EXAMPLE #1: CREATING A NEW CUTTER NUMBER

- Proposal: To create the number PQ1110.C38, with the caption **Cats**
- Step 1: Browse to PQ1110.
- Step 2: From the existing list of Cutters, click on the **white icon** beside PQ1110.C48. Choose **Propose a new class number here**. The EZ form is displayed:

The screenshot shows a web form titled "Proposed Schedules Record [PQ1110.C48]" with the subtitle "LC Classification Proposal System". At the top, there are buttons for "Save", "Save & close", "Print", "Cancel", "Logout", and "Help". Below the title, it says "Create a proposal for a new classification number".

The form contains several sections:

- Proposal generated by:** Radio buttons for "Book" (selected), "No Book", "CIP", "Rare Book", and "Coop".
- Existing class #:** PQ1110.C48
- Proposed class #:** PQ1110.C48
- Single # / Displayed span / Suppressed span:** Radio buttons for "Single #" (selected), "Displayed span", and "Suppressed span".
- Hierarchy:** A tree view showing "French literature" > "Collections of French literature" > "General (not limited to special periods)" > "Special topics, A-Z".
- Caption:** A text field containing "Christmas".
- TABLE:** A text field.
- Note ("Class here," "Including," etc.):** A large text area.
- Work cat.:** A text field.
- Cataloger's comments:** A text field.
- Pattern (if none, leave blank):** A text field.
- Better (if none, leave blank):** A text field.
- Email address:** A text field.

Below the "Email address" field, there is a note: "If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line."

- Step 3: Edit the number in the **Proposed class #** field, changing it from **PQ1110.C48** to **PQ1110.C38**. Check that the radio button for **Single #** is selected.
- Step 4: Edit the caption in the **Caption** field, changing it from **Christmas** to **Cats**.
- The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as that of the existing caption at PQ1110.C48.*
- Step 5: Cite the work generating the proposal in the **Work cat.** field.

EXAMPLE #1: CREATING A NEW CUTTER NUMBER (Continued)

Step 6: Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

The screenshot shows the 'Proposed Schedules Record [PQ1110.C48]' form in the 'LC Classification Proposal System'. At the top are buttons for 'Save', 'Save & close', 'Print', 'Cancel', 'Logout', and 'Help'. The form title is 'Proposed Schedules Record [PQ1110.C48]' and the subtitle is 'LC Classification Proposal System'. Below this is a section 'Create a proposal for a new classification number'. The form contains several fields and sections: 'Proposal generated by' with radio buttons for 'Book' (selected), 'No Book', 'CIP', 'Rare Book', and 'Coop'; 'Existing class #' with the value 'PQ1110.C48'; 'Proposed class #' with the value 'PQ1110.C38' and radio buttons for 'Single #' (selected), 'Displayed span', and 'Suppressed span'; a 'Hierarchy' section with a tree view showing 'French literature' > 'Collections of French literature' > 'General (not limited to special periods)' > 'Special topics, A-Z'; a 'Caption' field with the value 'Cats'; a 'TABLE' field; a 'Note ("Class here," "Including," etc.)' field; a 'Work cat.' field with the value '2013123456: Smith. J. Cats in French literature, 2010.'; 'Cataloger's comments' field; 'Pattern (if none, leave blank)' field; 'Better (if none, leave blank)' field; and an 'Email address' field. A note at the bottom states: 'If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.'

Step 7: Print the screen.

Step 8: Click **Save**. On the confirmation screen, click **Close**.

Step 9: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new number and caption are displayed in green:

PQ1110	Special topics, A-Z	<input type="checkbox"/>	
PQ1110.A47	Aeronautics	<input type="checkbox"/>	
PQ1110.A9	Aunis	<input type="checkbox"/>	
PQ1110.B48	Beverages	<input type="checkbox"/>	
PQ1110.B53	Blacks	<input type="checkbox"/>	
PQ1110.B7	Brittany	<input type="checkbox"/>	
PQ1110.C38	Cats	<input type="checkbox"/>	
PQ1110.C48	Christmas	<input type="checkbox"/>	
PQ1110.C55	Cities and towns	<input type="checkbox"/>	

EXAMPLE #1: CREATING A NEW CUTTER NUMBER (Continued)

Step 10: Attach the printout of the proposal to the item generating the proposal and send both to PSD for processing.

*Note about printouts: It's generally a good idea to make the required printout of a proposal before saving the proposal record (see Step 7). Do so by using the browser's **Print** button (or **File - Print...**). It's also possible to make the printout after the proposal has been saved. Just click on the **white icon** and select **Modify or delete this proposal** beside the green caption to redisplay the EZ form for that caption. Make the printout and then click either **Cancel** (if no changes were made) or **Save** (if any additional changes were made).*

EXAMPLE 2: CREATING A NEW SINGLE WHOLE OR DECIMAL NUMBER

Proposal: To create the number GT5889.5, with the caption **Cats**, aligned with the existing caption **Dogs**.

Step 1: Browse to GT5889.

Step 2: From the existing list of Cutters, click on the **white icon** beside GT5890. (This number is chosen as the basis for the proposal because the caption is at the same alignment as the proposed new caption.) Select **Propose a new class number here** from the pop-up menu. The EZ form is displayed:

The screenshot shows a web form titled "Proposed Schedules Record [GT5890]" with the subtitle "LC Classification Proposal System". At the top, there are buttons for "Save", "Save & close", "Print", "Cancel", "Logout", and "Help". Below the title, it says "Create a proposal for a new classification number".

The form contains the following fields and options:

- Proposal generated by:** Radio buttons for ☒ Book, ☐ No Book, ☐ CIP, ☐ Rare Book, and ☐ Coop.
- Existing class #:** GT5890
- Proposed class #:** GT5890
- Single # / Displayed span / Suppressed span:** Radio buttons with ☒ Single # selected.
- Hierarchy:** A tree view showing the classification structure:
 - Manners and customs (General)
 - Customs relative to special classes. By occupation
 - Agriculture and hunting
 - Domestic animals and cultivated plants
 - Domestic and otherwise useful animals

- Caption:** Dogs
- TABLE:** (Empty text box)
- Note ("Class here," "Including," etc.):** (Empty text box)
- Work cat.:** (Empty text box)
- Cataloger's comments:** (Empty text box)
- Pattern (if none, leave blank):** (Empty text box)
- Better (if none, leave blank):** (Empty text box)
- Email address:** (Empty text box)

Below the form, there is a note: "If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line."

Step 3: Edit the number in the **Proposed class #** field, changing it from **GT5890** to **GT5889.5**. Check that the radio button for **Single #** is selected.

Step 4: Edit the caption in the **Caption** field, changing it from **Dogs** to **Cats**.

*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as that of the existing caption at GT5890.*

EXAMPLE 2: CREATING A NEW SINGLE WHOLE OR DECIMAL NUMBER (Continued)

Step 5: Cite the work generating the proposal in the **Work cat.** field.

Step 6: Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

The screenshot shows a web form titled "Proposed Schedules Record [GT5890]" with the subtitle "LC Classification Proposal System". At the top, there are buttons for "Save", "Save & close", "Print", "Cancel", "Logout", and "Help". Below the title, it says "Create a proposal for a new classification number".

The form contains several sections:

- Proposal generated by:** Radio buttons for "Book" (selected), "No Book", "CIP", "Rare Book", and "Coop".
- Existing class #:** Text field containing "GT5890".
- Proposed class #:** Text field containing "GT5889.5".
- Single # / Displayed span / Suppressed span:** Radio buttons for "Single #" (selected), "Displayed span", and "Suppressed span".
- Hierarchy:** A list box showing a hierarchy of terms: "Manners and customs (General)", "Customs relative to special classes. By occupation", "Agriculture and hunting", "Domestic animals and cultivated plants", and "Domestic and otherwise useful animals".
- Caption:** Text field containing "Cats".
- TABLE:** A small table with one row and one column.
- Note ("Class here," "Including," etc.):** A large text area for notes.
- Work cat.:** Text field containing "2013234567: Jones, T. Cats, 2013."
- Cataloger's comments:** Text field.
- Pattern (if none, leave blank):** Text field.
- Better (if none, leave blank):** Text field.
- Email address:** Text field containing "myname@loc.gov".

Below the form, there is a note: "If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line."

Step 7: Print the screen.

Step 8: Click **Save**. On the confirmation screen, click **Close**.

Step 9: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new number and caption are displayed in green:

EXAMPLE 2: CREATING A NEW SINGLE WHOLE OR DECIMAL NUMBER (Continued)

GT5889.A-Z	By region or country, A-Z
GT5889.5	Cats
GT5890	Dogs
GT5895.A-Z	Other animals, A-Z
GT5895.C37	Cattle
GT5895.E43	Elephants
GT5895.M84	Mules
	Pigs see GT5895.S95
GT5895.R4	Reindeer
GT5895.S5	Sheep
GT5895.S95	Swine

Step 10: Attach the printout of the proposal to the item generating the proposal and send both to PSD for processing.

*Note about printouts: It's generally a good idea to make the required printout of a proposal before saving the proposal record (see Step 7). Do so by using the browser's **Print** button (or **File - Print...**). It's also possible to make the printout after the proposal has been saved. Just click on the **white icon** and select **Modify or delete this proposal** beside the green caption to redisplay the EZ form for that caption. Make the printout and then click either **Cancel** (if no changes were made) or **Save** (if any additional changes were made).*

EXAMPLE #3: CREATING A NEW DEVELOPMENT
WITH MULTIPLE CONSECUTIVE LINES

*(This example also illustrates **suppressed spans**,
displayed spans, and **changes in hierarchy**)*

Proposal: To create the following development, to be aligned with **Fishes. Aquarium animals**, which begins at SF456:

	Hamsters
SF458.9	General works
	Hamster breeders, owners, etc.
SF458.92	General works
SF458.93.A-Z	By region or country, A-Z
SF458.94	Juvenile works
SF458.95.A-Z	Special topics, A-Z

Step 1: Browse to SF456.

Step 2: Click on the white icon beside the caption **Fishes. Aquarium animals**, since this caption is at the same indention as the proposed caption, **Hamsters**. Select **Propose a new class number here** on the pop-up menu. The EZ form is displayed (see next page):

**EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)**

<input type="button" value="Save"/> <input type="button" value="Save & close"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/> <input type="button" value="Logout"/> <input type="button" value="Help"/>	
Proposed Schedules Record [SF456-SF458.83] <i>LC Classification Proposal System</i>	
Create a proposal for a new classification number	
Proposal generated by	<input checked="" type="radio"/> Book <input type="radio"/> No Book <input type="radio"/> CIP <input type="radio"/> Rare Book <input type="radio"/> Coop
Existing class #	SF456-SF458.83
Proposed class #	SF456-SF458.83 <input type="radio"/> Single # <input type="radio"/> Displayed span <input checked="" type="radio"/> Suppressed span
Hierarchy	Animal culture Pets
Caption	Fishes. Aquarium animals
TABLE	
Note ("Class here," "Including," etc.)	
Work cat.	
Cataloger's comments	
Pattern (if none, leave blank)	
Better (if none, leave blank)	
If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.	
Email address	

Step 3: Edit the span of numbers in the **Proposed class #** field, changing it from **SF456-SF458.83** to **SF458.9-SF458.95**. The span consists of the class numbers for the first caption and the last caption that are indented under **Hamsters**. Formulating the span correctly ensures that Class Web and the printed classification schedules will display the caption at the correct location.

***Radio button for span.** Check that the radio button for **Suppressed span** is selected, since this is a span that should not be displayed in Class Web or the printed classification schedule:*

Proposed class #	SF458.9-SF458.95 <input type="radio"/> Single # <input type="radio"/> Displayed span <input checked="" type="radio"/> Suppressed span
-------------------------	---

Step 4: Edit the caption in the **Caption** field, changing it from **Fishes. Aquarium animals** to **Hamsters**. The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **Fishes. Aquarium animals**.

Step 5: Cite the work generating the proposal in the **Work cat.** field.

Step 6: Fill in any other applicable fields.

**EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)**

After completing Steps 3-6, the EZ form looks like this:

The screenshot shows the 'Proposed Schedules Record [SF456-SF458.83]' form in the 'LC Classification Proposal System'. At the top are buttons for 'Save', 'Save & close', 'Print', 'Cancel', 'Logout', and 'Help'. The form title is 'Proposed Schedules Record [SF456-SF458.83]' and the subtitle is 'LC Classification Proposal System'. Below this is a section titled 'Create a proposal for a new classification number'. The form contains several fields: 'Proposal generated by' with radio buttons for 'Book' (selected), 'No Book', 'CIP', 'Rare Book', and 'Coop'; 'Existing class #' with the value 'SF456-SF458.83'; 'Proposed class #' with the value 'SF458.9-SF458.95' and radio buttons for 'Single #', 'Displayed span', and 'Suppressed span' (selected); a 'Hierarchy' field with a scrollable list containing 'Animal culture' and 'Pets'; a 'Caption' field with the value 'Hamsters'; a 'TABLE' field; a 'Note ("Class here," "Including," etc.)' field; a 'Work cat.' field with the value '2013345678: Thompson, R. Hamsters as pets, 2013.'; 'Cataloger's comments' field; 'Pattern (if none, leave blank)' field; 'Better (if none, leave blank)' field; and an 'Email address' field with the value 'myname@loc.gov'. A note at the bottom states: 'If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.'

Step 7: Print the screen.

For proposals consisting of multiple consecutive lines, a printout should be made of only the record for the first line of the proposed development. Printouts need not be made of the records for subsequent lines.

Step 8: Click **Save**. On the confirmation screen, click **Close**.

Step 9: Browse to SF458.9. The proposed new caption is displayed in green. The span of numbers is suppressed:

**EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)**

	Marketing. Ornamental fish trade <input type="checkbox"/>
SF458.8	General works <input type="checkbox"/>
SF458.83.A-Z	By region or country, A-Z <input type="checkbox"/>
	By variety, species, etc. see SF458.A-Z <input type="checkbox"/>
	Hamsters <input type="checkbox"/>
SF459.A-Z	Other animals, A-Z <input type="checkbox"/>
	Cf. SF460-473 Birds <input type="checkbox"/>

- Step 10: The next number to be added is **SF458.9**. The caption **General works** is to be indented under **Hamsters**. Click the **white icon** beside the green caption **Hamsters**. Select **Propose a new class number here**. The EZ form is displayed.
- Step 11: Edit the **Proposed class #** field, changing the data from **SF458.9-SF458.95** to **SF458.9**. Select the **Single #** radio button.
- Step 12: Since the caption for this number, **General works**, is to be indented under **Hamsters**, **Hamsters** must be added as the final line in the **Hierarchy** field. Add the word **Hamsters** on a new line below the word **Pets** in the hierarchy field:

Proposed class #	<input type="text" value="SF458.9"/>	<input checked="" type="radio"/> Single # <input type="radio"/> Displayed span <input type="radio"/> Suppressed span
Hierarchy	<div> Animal culture Pets Hamsters </div>	
Caption	<input type="text" value="Hamsters"/>	

Note that the text for the new line in the hierarchy field is added at the left margin of the field. When the record is saved, the system will automatically reformat the field to produce a "stepladder" style hierarchy, as will be seen in Step 18, below. It is important that each level of hierarchy be on its own separate line in the field.

- Step 13: Edit the caption in the **Caption** field, changing it from **Hamsters** to **General works**.

*For proposals consisting of multiple consecutive lines, the **Work cat.** citation is required only in the record for the first line. The field may be left blank in subsequent records. Similarly, If email notifications are desired, the email address field should be filled in only in the first record of the group; otherwise multiple email messages will be generated, one for each proposal record in which an email address was provided.*

After completing Steps 10-13, the EZ form looks like this:

**EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)**

Proposed Schedules Record [SF458.9-SF458.95]
LC Classification Proposal System

Create a proposal for a new classification number

Proposal generated by
☒ Book
 ☐ No Book
 ☐ CIP
 ☐ Rare Book
 ☐ Coop

Existing class # SF458.9-SF458.95

Proposed class #
☒ Single #
 ☐ Displayed span
 ☐ Suppressed span

Hierarchy

Animal culture
 Pets
 Hamsters

Caption

Step 14: Click **Save**. On the confirmation screen, click **Close**.

Step 15: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new number and caption are displayed in green, indented under the previously created caption:

SF458.5	Diseases and pests <input type="checkbox"/> For diseases of particular varieties see SF458.A-Z <input type="checkbox"/>
	Marketing. Ornamental fish trade <input type="checkbox"/>
SF458.8	General works <input type="checkbox"/>
SF458.83.A-Z	By region or country, A-Z <input type="checkbox"/> By variety, species, etc. see SF458.A-Z <input type="checkbox"/>
	Hamsters <input type="checkbox"/>
SF458.9	General works <input type="checkbox"/>
SF459.A-Z	Other animals, A-Z <input type="checkbox"/>

Step 16: The next line to be added is the caption **Hamster breeders owners, etc.**, with a suppressed number span. Click the **white icon** beside the green caption **General works**. Select **Propose a new class number here**. The EZ form is displayed.

EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)

Save Save & close Print Cancel Logout Help

Proposed Schedules Record [SF458.9] LC Classification Proposal System

Create a proposal for a new classification number

Proposal generated by ☒ Book ☐ No Book ☐ CIP ☐ Rare Book ☐ Coop

Existing class # SF458.9

Proposed class # SF458.9 ☒ Single # ☐ Displayed span ☐ Suppressed span

Hierarchy

Animal culture
Pets
Hamsters

Caption General works

Step 17: Edit the **Proposed class #** field, changing the data from **SF458.9** to **SF458.92-SF458.93**. Check that the radio button for **Suppressed span** is selected, since this is a span that should not be displayed in Class Web or the printed classification schedule. The span consists of the class numbers for the first caption and the last caption that are indented under **Hamster breeders, owners, etc.**

Step 18: Edit the caption in the **Caption** field, changing it from **General works** to **Hamster breeders, owners, etc.**

*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **General works**. (Notice how the system has reformatted the hierarchy field that was created in Step 12, moving the caption **Hamsters** from the left margin into its correct "stepladder" position.)*

After completing Steps 16-18, the EZ form looks like this:

Save Save & close Print Cancel Logout Help

Proposed Schedules Record [SF458.9] LC Classification Proposal System

Create a proposal for a new classification number

Proposal generated by ☒ Book ☐ No Book ☐ CIP ☐ Rare Book ☐ Coop

Existing class # SF458.9

Proposed class # SF458.92-SF458.93 ☐ Single # ☐ Displayed span ☒ Suppressed span

Hierarchy

Animal culture
Pets
Hamsters

Caption Hamster breeders, owners, etc.

**EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)**

- Step 19: Click **Save**. On the confirmation screen, click **Close**.
- Step 20: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new caption is displayed in green, aligned with the previously created caption. The span of numbers is suppressed:

SF458.8	Marketing. Ornamental fish trade <input type="checkbox"/>
SF458.83.A-Z	General works <input type="checkbox"/>
	By region or country, A-Z <input type="checkbox"/>
	By variety, species, etc. see SF458.A-Z <input type="checkbox"/>
	Hamsters <input type="checkbox"/>
SF458.9	General works <input type="checkbox"/>
	Hamster breeders, owners, etc. <input type="checkbox"/>
SF459.A-Z	Other animals, A-Z <input type="checkbox"/>
	Cf. SF460-473 Birds <input type="checkbox"/>
SF459.A4	Alligators <input type="checkbox"/>
	Cf. SF515.5.A44 Alligator farming <input type="checkbox"/>
SF459.A45	Amphibians <input type="checkbox"/>

- Step 21: The next line to be added is the number **SF458.92**. The caption **General works** is to be indented under **Hamster breeders, owners, etc.** Click the **white icon** beside the green caption **Hamster breeders, owners, etc.** Select **Propose a new class number here**. The EZ form is displayed:

<input type="button" value="Save"/> <input type="button" value="Save & close"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/> <input type="button" value="Logout"/> <input type="button" value="Help"/>	
Proposed Schedules Record [SF458.92-SF458.93] <i>LC Classification Proposal System</i>	
Create a proposal for a new classification number	
Proposal generated by <input checked="" type="radio"/> Book <input type="radio"/> No Book <input type="radio"/> CIP <input type="radio"/> Rare Book <input type="radio"/> Coop	
Existing class # SF458.92-SF458.93	
Proposed class # <input type="text" value="SF458.92-SF458.93"/> <input type="radio"/> Single # <input type="radio"/> Displayed span <input checked="" type="radio"/> Suppressed span	
Hierarchy	<div style="border: 1px solid gray; padding: 5px;"> Animal culture Pets Hamsters </div>
Caption	<input type="text" value="Hamster breeders, owners, etc."/>

- Step 22: Edit the **Proposed class #** field, changing the data from **SF458.92-SF458.93** to **SF458.92**. Select the **Single #** radio button.
- Step 23: Since the caption for this number, **General works**, is to be indented under **Hamster breeders, owners, etc.**, **Hamster breeders, owners, etc.** must be added to the **Hierarchy** field. Add the line **Hamster breeders, owners, etc.** on a new line below the word **Hamsters** in the hierarchy field.

**EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)**

Step 24: Edit the caption in the **Caption** field, changing it from **Hamster breeders, owners, etc.** to **General works**.

After completing Steps 21-24, the EZ form looks like this:

Proposed Schedules Record [SF458.92-SF458.93] *LC Classification Proposal System*

Create a proposal for a new classification number

Proposal generated by ☒ Book ☐ No Book ☐ CIP ☐ Rare Book ☐ Coop

Existing class # SF458.92-SF458.93

Proposed class # SF458.92 ☒ Single # ☐ Displayed span ☐ Suppressed span

Hierarchy

- Animal culture
 - Pets
 - Hamsters
 - Hamster breeders, owners, etc.

Caption General works

Step 25: Click **Save**. On the confirmation screen, click **Close**.

Step 26: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new caption and number are displayed in green, indented under the previously created previously created caption:

Classification Number	Caption
SF458.8	Marketing. Ornamental fish trade
SF458.83.A-Z	General works
	By region or country, A-Z
	By variety, species, etc. see SF458.A-Z
SF458.9	Hamsters
SF458.92	General works
SF459.A-Z	Hamster breeders, owners, etc.
	General works
SF459.A4	Other animals, A-Z
	Cf. SF460-473 Birds
SF459.A45	Alligators
	Cf. SF515.5.A44 Alligator farming
	Amphibians

Step 27: The next line to be added is the number **SF458.93.A-Z**. The caption **By region, country, etc.** is to be aligned with the caption **General works**. Click the **white icon** beside the green caption **General works**. Select **Propose a new class number here**. The EZ form is displayed:

EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)

Save Save & close Print Cancel Logout Help

Proposed Schedules Record [SF458.92] *LC Classification Proposal System*

Create a proposal for a new classification number

Proposal generated by ☒ Book ☐ No Book ☐ CIP ☐ Rare Book ☐ Coop

Existing class # SF458.92

Proposed class # SF458.92 ☒ Single # ☐ Displayed span ☐ Suppressed span

Hierarchy

Animal culture
Pets
Hamsters
Hamster breeders, owners, etc.

Caption General works

Step 28: Edit the **Proposed class #** field, changing the data from **SF458.92** to **SF458.93.A-SF458.93.Z**. Check that the radio button for **Displayed span** is selected, since this is a span that should be displayed in Class Web and the printed classification schedule.

Step 29: Edit the caption in the **Caption** field, changing it from **General works** to **By region or country, A-Z**.

*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **General works**.*

After completing Steps 27-29, the EZ form looks like this:

Save Save & close Print Cancel Logout Help

Proposed Schedules Record [SF458.92] *LC Classification Proposal System*

Create a proposal for a new classification number

Proposal generated by ☒ Book ☐ No Book ☐ CIP ☐ Rare Book ☐ Coop

Existing class # SF458.92

Proposed class # SF458.93.A-SF458.93.Z ☐ Single # ☒ Displayed span ☐ Suppressed span

Hierarchy

Animal culture
Pets
Hamsters
Hamster breeders, owners, etc.

Caption By region or country, A-Z

Step 30: Click **Save**. On the confirmation screen, click **Close**.

**EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)**

Step 31: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new caption and number are displayed in green, aligned with the previously created previously created caption.

*Notice how the system has automatically truncated the span the was input, displaying it as **SF458.93.A-Z** rather than **SF458.93.A-SF458.93.Z**.*

SF458.8	Marketing. Ornamental fish trade <input type="checkbox"/>
SF458.83.A-Z	General works <input type="checkbox"/>
	By region or country, A-Z <input type="checkbox"/>
	By variety, species, etc. see SF458.A-Z <input type="checkbox"/>
	Hamsters <input type="checkbox"/>
SF458.9	General works <input type="checkbox"/>
	Hamster breeders, owners, etc. <input type="checkbox"/>
SF458.92	General works <input type="checkbox"/>
SF459.A-Z	Other animals, A-Z <input type="checkbox"/>
	Cf. SF460-473 Birds <input type="checkbox"/>
SF459.A4	Alligators <input type="checkbox"/>
	Cf. SF515.5.A44 Alligator farming <input type="checkbox"/>
SF459.A45	Amphibians <input type="checkbox"/>

Step 32: The next caption to be added is **Juvenile works**. Since this caption is to be at the same indentation as the **General works** caption at SF458.9, click the **white icon** beside that caption. Select **Propose a new class number here**. The EZ form is displayed.

Although another number and caption could have been chosen as the basis for the new proposal, such as SF458.93.A-Z, the advantage of choosing a number that is at the same indentation as the one being proposed is that there will then be no need to edit the hierarchy field on the EZ form.

<input type="button" value="Save"/> <input type="button" value="Save & close"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/> <input type="button" value="Logout"/> <input type="button" value="Help"/>	
Proposed Schedules Record [SF458.9] <i>LC Classification Proposal System</i>	
Create a proposal for a new classification number	
Proposal generated by <input checked="" type="radio"/> Book <input type="radio"/> No Book <input type="radio"/> CIP <input type="radio"/> Rare Book <input type="radio"/> Coop	
Existing class # SF458.9	
Proposed class # <input type="text" value="SF458.9"/> <input checked="" type="radio"/> Single # <input type="radio"/> Displayed span <input type="radio"/> Suppressed span	
Hierarchy	<div style="border: 1px solid gray; padding: 5px;"> Animal culture Pets Hamsters </div>
Caption	<input type="text" value="General works"/>
TABLE	<input type="text"/>
Note ("Class here," "Including," etc.)	<div style="border: 1px solid gray; height: 50px;"></div>

**EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)**

Step 33: Edit the **Proposed class #** field, changing the data from **SF458.9** to **SF458.94**. Confirm that the radio button for **Single #** is selected.

Step 34: Edit the caption in the **Caption** field, changing it from **General works** to **Juvenile works**.

*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **General works**.*

After completing Steps 33-34, the EZ form looks like this:

The screenshot shows a web form titled "Proposed Schedules Record [SF458.9]" with a subtitle "LC Classification Proposal System". At the top, there are buttons: "Save", "Save & close", "Print", "Cancel", "Logout", and "Help". Below the title, it says "Create a proposal for a new classification number". The form contains several fields and options:

- Proposal generated by:** Radio buttons for "Book" (selected), "No Book", "CIP", "Rare Book", and "Coop".
- Existing class #:** Text field containing "SF458.9".
- Proposed class #:** Text field containing "SF458.94".
- Single # / Displayed span / Suppressed span:** Radio buttons, with "Single #" selected.
- Hierarchy:** A text area containing a tree structure: "Animal culture" (indented), "Pets" (indented), and "Hamsters" (indented).
- Caption:** Text field containing "Juvenile works".
- TABLE:** An empty text field.

Step 35: Click **Save**. On the confirmation screen, click **Close**.

Step 36: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new caption and number are displayed in green, and at the proper alignment.

**EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)**

SF458.8	Marketing. Ornamental fish trade <input type="checkbox"/>
SF458.83.A-Z	General works <input type="checkbox"/>
	By region or country, A-Z <input type="checkbox"/>
	By variety, species, etc. see SF458.A-Z <input type="checkbox"/>
	Hamsters <input type="checkbox"/>
SF458.9	General works <input type="checkbox"/>
	Hamster breeders, owners, etc. <input type="checkbox"/>
SF458.92	General works <input type="checkbox"/>
SF458.93.A-Z	By region or country, A-Z <input type="checkbox"/>
SF458.94	Juvenile works <input type="checkbox"/>
SF459.A-Z	Other animals, A-Z <input type="checkbox"/>
	Cf. SF460-473 Birds <input type="checkbox"/>
SF459.A4	Alligators <input type="checkbox"/>
	Cf. SF515.5.A44 Alligator farming <input type="checkbox"/>
SF459.A45	Amphibians <input type="checkbox"/>

Step 37: The last caption to be added is **Special topics, A-Z**, aligned with **Juvenile works**. Click the **white icon** beside the green caption **Juvenile works**. Select **Propose a new class number here**. The EZ form is displayed:

Proposed Schedules Record [SF458.94] *LC Classification Proposal System*

Create a proposal for a new classification number

Proposal generated by ☒ Book ☐ No Book ☐ CIP ☐ Rare Book ☐ Coop

Existing class # SF458.94

Proposed class # ☒ Single # ☐ Displayed span ☐ Suppressed span

Hierarchy

Animal culture

Pets

Hamsters

Caption

Step 38: Edit the **Proposed class #** field, changing the data from **SF458.94** to **SF458.95.A-SF458.95.Z**. Select the radio button for **Displayed span**, since this is a span that should be displayed in Class Web and the printed classification schedule.

Step 39: Edit the caption in the **Caption** field, changing it from **Juvenile works** to **Special topics, A-Z**.

*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **Juvenile works**.*

**EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)**

After completing Steps 38-39, the EZ form looks like this:

Save Save & close Print Cancel Logout Help

Proposed Schedules Record [SF458.94] *LC Classification Proposal System*

Create a proposal for a new classification number

Proposal generated by ☒ Book ☐ No Book ☐ CIP ☐ Rare Book ☐ Coop

Existing class # SF458.94

Proposed class # SF458.95.A-SF458.95.Z ☐ Single # ☒ Displayed span ☐ Suppressed span

Hierarchy

Animal culture
Pets
Hamsters

Caption Special topics, A-Z

Step 40: Click **Save**. On the confirmation screen, click **Close**.

Step 41: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new caption and number are displayed in green, and at the proper alignment.

Marketing. Ornamental fish trade ☐

General works ☐

By region or country, A-Z ☐

By variety, species, etc. see [SF458.A-Z](#) ☐

SF458.9 Hamsters ☐

General works ☐

Hamster breeders, owners, etc. ☐

General works ☐

By region or country, A-Z ☐

Juvenile works ☐

Special topics, A-Z ☐

Other animals, A-Z ☐

Cf. [SF460-473](#) Birds ☐

Alligators ☐

Cf. [SF515.5.A44](#) Alligator farming ☐

Amphibians ☐

Step 42: Attach the printout of the proposal that was made in Step 7 to the item generating the proposal and send both to PSD for processing.

*EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)*

Some additional tips:

1. **Spans of numbers.** When entering spans of numbers, always include the FULL beginning number and the FULL ending number (including class letters in both cases). Although the system will truncate repetitive portions of spans to provide an easier-to-read display, the full numbers must be present in the underlying classification record. Examples:

Enter:

System displays as:

SF21-SF22

SF21-22

SF23.A-SF23.Z

SF23.A-Z

2. **Printouts.** It's generally a good idea to make the required printout of a proposal before saving the proposal record. Do so by using the browser's **Print** button (or **File - Print...**). It's also possible to make the printout after the proposal has been saved. Just click on the **white icon** beside the green caption and select **Modify or delete this proposal** to redisplay the EZ form for that caption. Make the printout and then click either **Cancel** (if no changes were made) or **Save** (if any additional changes were made).

EXAMPLE #4: CHANGING A CAPTION

Proposal: To change the caption at PT134.F75 from **Friendship** to **Friendship. Friends**

Step 1: Browse to PT134.F75.

Step 2: Click on the **white icon** beside PT134.F75, and **select Propose a change to this record** from the pop-up menu. The EZ form is displayed:

The screenshot shows the 'Proposed Schedules Record [PT134.F75]' form in the 'LC Classification Proposal System'. At the top, there are buttons for 'Save', 'Save & close', 'Print', 'Cancel', 'Logout', and 'Help'. Below the title bar, the instruction 'Create a proposal to modify an existing classification number' is displayed. The form contains several fields: 'Proposal generated by' with radio buttons for 'Book' (selected), 'No Book', 'CIP', 'Rare Book', and 'Coop'; 'Existing class #' with the value 'PT134.F75'; 'Proposed class #' with the value 'PT134.F75' and radio buttons for 'Single #' (selected), 'Displayed span', and 'Suppressed span'; a 'Hierarchy' field showing a tree structure: 'German literature' (selected), 'History of German literature', 'Special subjects not limited to one period or form', and 'A-L'; and a 'Caption' field with the value 'Friendship'.

Step 3: Edit the caption in the **Caption** field, changing it from **Friendship** to **Friendship. Friends**

Step 4: Cite the work generating the proposal in the **Work cat.** field.

Step 5: Fill in any other applicable fields.

EXAMPLE #4: CHANGING A CAPTION (Continued)

After completing Steps 3-5, the EZ form looks like this:

The screenshot shows the 'Proposed Schedules Record [PT134.F75]' form in the 'LC Classification Proposal System'. At the top are buttons for 'Save', 'Save & close', 'Print', 'Cancel', 'Logout', and 'Help'. The form title is 'Proposed Schedules Record [PT134.F75]' with the subtitle 'LC Classification Proposal System'. Below this is the instruction 'Create a proposal to modify an existing classification number'.

The form contains several sections:

- Proposal generated by:** Radio buttons for Book (selected), No Book, CIP, Rare Book, and Coop.
- Existing class #:** PT134.F75
- Proposed class #:** PT134.F75, with radio buttons for Single # (selected), Displayed span, and Suppressed span.
- Hierarchy:** A tree view showing 'German literature' > 'History of German literature' > 'Special subjects not limited to one period or form' > 'A-L'.
- Caption:** A text box containing 'Friendship. Friends'.
- TABLE:** An empty table box.
- Note ("Class here," "Including," etc.):** A large text area for additional notes.
- Work cat.:** A text box containing '2013567890: Meyer, R. Friends in German literature, 2011.'
- Cataloger's comments:** A text box.
- Pattern (if none, leave blank):** A text box.
- Better (if none, leave blank):** A text box.
- Email address:** A text box, with a note above it: 'If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.'

Step 6: Print the screen.

Step 7: Click **Save**. On the confirmation screen, click **Close**.

Step 8: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The changed caption is displayed in brown below the existing caption:

PT134.F66	Food	<input type="checkbox"/>	
PT134.F75	Friendship	<input type="checkbox"/>	
PT134.F75	Friendship. Friends	<input type="checkbox"/>	
PT134.G32	Gambling	<input type="checkbox"/>	
PT134.G33	Gardens	<input type="checkbox"/>	

Step 9: Attach the printout of the proposal to the item generating the proposal and send both to PSD for processing.

EXAMPLE #4: CHANGING A CAPTION (Continued)

*Note about printouts: It's generally a good idea to make the required printout of a proposal before saving the proposal record. Do so by using the browser's **Print** button (or **File - Print...**). It's also possible to make the printout after the proposal has been saved. Just click on the **white icon** beside the green caption and select **Modify or delete this proposal** to redisplay the EZ form for that caption. Make the printout and then click either **Cancel** (if no changes were made) or **Save** (if any additional changes were made).*

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS

*(This example also illustrates **suppressed spans**, **changes in hierarchy**, and **making an identical change to a group of consecutive lines**)*

Proposal: The following development currently exists in KFN:

KFN5674	Museums and galleries (Table KF9)
KFN5675	Libraries (Table KF9)

A new level of hierarchy is being proposed above these two captions, resulting in the following arrangement:

	Cultural resources
KFN5673	General (Table KF9)
KFN5674	Museums and galleries (Table KF9)
KFN5675	Libraries (Table KF9)

Two new lines are being created, and two existing captions are being moved one indention to the right.

Step 1: Browse to KFN5674.

Step 2: Click on the **white icon** beside the caption **Museums and galleries**, since this caption is currently at the same indention as the proposed caption, **Cultural resources**. Select **Propose a new class number here** from the pop-up menu. The EZ form is displayed (see next page)

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS (Continued)

Proposed Schedules Record [KFN5674]
LC Classification Proposal System

Create a proposal for a new classification number

Proposal generated by ☒ Book ☐ No Book ☐ CIP ☐ Rare Book ☐ Coop
 Existing class # KFN5674
 Proposed class # ☒ Single # ☐ Displayed span ☐ Suppressed span

Hierarchy

United States (New York)
 Science and the arts. Research

Caption

Museums and galleries

TABLE

KF9

Note ("Class here,"
"Including," etc.)

Work cat.

Cataloger's comments

Pattern (if none, leave blank)

Better (if none, leave blank)

If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email address

Step 3: Edit the number in the **Proposed class #** field, changing it from **KFN5674** to **KFN5673-KFN5675**. The span consists of the class numbers for the first caption and the last caption that are indented under **Cultural resources**. Formulating the span correctly ensures that Class Web and the printed classification schedules will display the caption at the correct location.

Radio button for span. Check that the radio button for **Suppressed span** is selected, since this is a span that should not be displayed in Class Web or the printed classification schedule:

Proposed class #
☐ Single # ☐ Displayed span ☒ Suppressed span

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS (Continued)

- Step 4: Edit the caption in the **Caption** field, changing it from **Museums and galleries** to **Cultural resources**. The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the existing hierarchy for **Museums and galleries**.
- Step 5: Delete **KF9** from the **TABLE** field, since this new caption will not be subarranged by a table.
- Step 6: Cite the work generating the proposal in the **Work cat.** field.
- Step 7: Fill in any other applicable fields.

After completing Steps 3-7, the EZ form looks like this:

The screenshot shows a web-based form titled "Proposed Schedules Record [KFN5674]" with the subtitle "LC Classification Proposal System". At the top, there are buttons for "Save", "Save & close", "Print", "Cancel", "Logout", and "Help". Below the title, a section "Create a proposal for a new classification number" contains the following fields:

- Proposal generated by:** Radio buttons for "Book" (selected), "No Book", "CIP", "Rare Book", and "Coop".
- Existing class #:** Text field containing "KFN5674".
- Proposed class #:** Text field containing "KFN5673-KFN5675".
- Options:** Radio buttons for "Single #", "Displayed span", and "Suppressed span" (selected).
- Hierarchy:** A scrollable text area containing "United States (New York)" and "Science and the arts. Research".
- Caption:** Text field containing "Cultural resources".
- TABLE:** An empty text field.
- Note ("Class here," "Including," etc.):** A large empty text area.
- Work cat.:** Text field containing "2013789123: Jones, S. Laws regulating cultural resources in New York State."
- Cataloger's comments:** An empty text field.
- Pattern (if none, leave blank):** An empty text field.
- Better (if none, leave blank):** An empty text field.

Below these fields, there is a paragraph: "If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line." This is followed by an **Email address** field containing "myname@loc.gov".

EXAMPLE #5: CHANGING THE INDENTATION OF EXISTING CAPTIONS (Continued)

Step 8: Print the screen.

For proposals consisting of multiple consecutive lines, a printout should be made of only the record for the first line of the proposed development. Printouts need not be made of the records for subsequent lines.

Step 9: Click **Save**. On the confirmation screen, click **Close**.

Step 10: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new caption is displayed in green. Since **Suppressed span** was selected, the span of numbers is not shown:

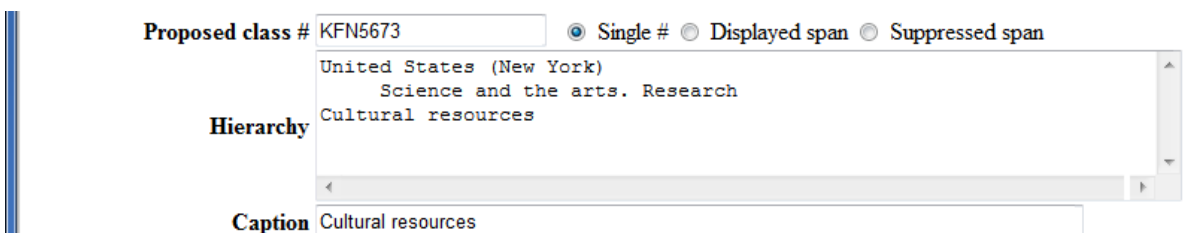


KFN5672.5	Censorship	TABLE KF9
KFN5674	Cultural resources	TABLE KF9
KFN5675	Museums and galleries	TABLE KF9
	Libraries	TABLE KF9
	Constitutional law	

Step 11: The next number to be added is **KFN5673**. The caption **General works** is to be indented under **Cultural resources**. Click **P** beside the **white icon** beside the green caption **Cultural resources**. Select **Propose a new class number here** from the pop-up menu. The EZ form is displayed.

Step 12: Edit the **Proposed class #** field, changing the data from **KFN5673-KFN5675** to **KFN5673**. Select the **Single #** radio button.

Step 13: Since the caption for this number, **General works**, is to be indented under **Cultural resources**, **Cultural resources** must be added as the final line in the **Hierarchy** field. Add the words **Cultural resources** on a new line below the line **Science and the arts. Research** in the hierarchy field:



Proposed class # KFN5673 ☒ Single # ☐ Displayed span ☐ Suppressed span

Hierarchy

United States (New York)
Science and the arts. Research
Cultural resources

Caption Cultural resources

Note that the text for the new line in the hierarchy field is added at the left margin of the field. When the record is saved, the system will automatically reformat the field to produce a "stepladder" style hierarchy. It is important that each level of hierarchy be on its own separate line in the field.

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS (Continued)

Step 14: Edit the caption in the **Caption** field, changing it from **Cultural resources** to **General works**.

*For proposals consisting of multiple consecutive lines, the **Work cat.** citation is required only in the record for the first line. The field may be left blank in subsequent records. Similarly, if email notifications are desired, the email address field should be filled in only in the first record of the group; otherwise multiple email messages will be generated, one for each proposal record in which an email address was provided.*

Step 15: Enter **KF9** in the **TABLE** field, since this caption is to be subarranged by Table KF9.

After completing Steps 10-15, the EZ form looks like this:

Buttons: Save, Save & close, Print, Cancel, Logout, Help

Proposed Schedules Record [KFN5673-KFN5675] LC Classification Proposal System

Create a proposal for a new classification number

Proposal generated by ☒ Book ☐ No Book ☐ CIP ☐ Rare Book ☐ Coop

Existing class # KFN5673-KFN5675

Proposed class # KFN5673 ☒ Single # ☐ Displayed span ☐ Suppressed span

Hierarchy: United States (New York) > Science and the arts. Research > Cultural resources

Caption: General works

TABLE: KF9

Step 16: Click **Save**. On the confirmation screen, click **Close**.

Step 17: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new number and caption are displayed in green, indented under the previously created caption:

KFN5672.5	Censorship	TABLE KF9	<input type="checkbox"/>	
KFN5673	Cultural resources		<input type="checkbox"/>	
KFN5674	General works	TABLE KF9	<input type="checkbox"/>	
KFN5675	Museums and galleries	TABLE KF9	<input type="checkbox"/>	
	Libraries	TABLE KF9	<input type="checkbox"/>	
	Constitutional law		<input type="checkbox"/>	

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS (Continued)

Step 18: The next step is to change the indention of the existing captions **Museums and galleries** and **Libraries** so that they will be indented under **Cultural resources**. Click the **white icon** beside the caption **Museums and galleries**. Select **Propose a change to this record** from the pop-up menu. The EZ form is displayed:

Proposed Schedules Record [KFN5674] *LC Classification Proposal System*

Create a proposal to modify an existing classification number

Proposal generated by ☒ Book ☐ No Book ☐ CIP ☐ Rare Book ☐ Coop

Existing class # KFN5674

Proposed class # KFN5674 ☒ Single # ☐ Displayed span ☐ Suppressed span

Hierarchy

United States (New York)
Science and the arts. Research

Caption Museums and galleries

TABLE KF9

Step 19: Change the indention of **Museums and galleries** by adding **Cultural resources** to the hierarchy field. Add this as the bottom line of the field, directly below **Science and the arts. Research**:

Hierarchy

United States (New York)
Science and the arts. Research
Cultural resources

Caption Museums and galleries

Step 20: When making exactly the same change to more than one consecutive line, a proposal record should be created only for the first line, and a note should be added in the **Cataloger's comments** field, detailing the full scope of the change. Classification editorial staff will update the remaining lines. Since the same change is being made for both **Museums and galleries** and **Libraries**, add the following note to the Cataloger's comments field: "Change the indention of this line and the line at KFN5375."

EXAMPLE #5: CHANGING THE INDENTATION OF EXISTING CAPTIONS (Continued)

After completing Steps 19-20, the EZ form looks like this:

The screenshot shows the 'Proposed Schedules Record [KFN5674]' form in the 'LC Classification Proposal System'. At the top are buttons for 'Save', 'Save & close', 'Print', 'Cancel', 'Logout', and 'Help'. The form title is 'Proposed Schedules Record [KFN5674]' and the subtitle is 'LC Classification Proposal System'. Below this is a section 'Create a proposal to modify an existing classification number'. The 'Proposal generated by' section has radio buttons for 'Book' (selected), 'No Book', 'CIP', 'Rare Book', and 'Coop'. The 'Existing class #' is 'KFN5674'. The 'Proposed class #' is 'KFN5674' with radio buttons for 'Single #' (selected), 'Displayed span', and 'Suppressed span'. The 'Hierarchy' section shows a tree structure: 'United States (New York)' > 'Science and the arts. Research' > 'Cultural resources'. The 'Caption' is 'Museums and galleries'. The 'TABLE' is 'KF9'. The 'Note ("Class here," "Including," etc.)' section is empty. The 'Work cat.' section is empty. The 'Cataloger's comments' section contains the text 'Change the indentation of this line and the line at KFN537'. The 'Pattern (if none, leave blank)' and 'Better (if none, leave blank)' sections are empty. At the bottom, there is a text box for 'Email address' and a note: 'If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.'

Step 21: Click **Save**. On the confirmation screen, click **Close**.

Step 22: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed change to the caption **Museums and galleries**, showing the new indentation, is displayed in brown immediately below the display of the existing caption:

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS (Continued)

KFN5672.5	Censorship	TABLE KF9	<input type="checkbox"/>	
	Cultural resources		<input type="checkbox"/>	
KFN5673	General works	TABLE KF9	<input type="checkbox"/>	
KFN5674	Museums and galleries	TABLE KF9	<input type="checkbox"/>	
KFN5674	Museums and galleries	TABLE KF9	<input type="checkbox"/>	
KFN5675	Libraries	TABLE KF9	<input type="checkbox"/>	
	Constitutional law		<input type="checkbox"/>	

Step 23: The proposal is now complete. Attach the printout that was made in Step 8 to the item generating the proposal and send both to PSD for processing.

*EXAMPLE #6: PARENTHEZING A NUMBER AND
CREATING A SEE REFERENCE*

Proposal: The following line currently exists in SF:

SF459.H3 Hamsters

A new development has been proposed for Hamsters at SF458.9-SF458.95 (see EXAMPLE #3). A proposal is therefore being made to change the above line to:

(SF459.H3) Hamsters see SF458.9-SF458.95

This should be treated as a proposal to modify an existing line by parenthesizing the number and changing the caption to a see reference rather than a proposal to create a simple see reference.

Step 1: Browse to SF459.H3.

Step 2: Since the number and caption are to be modified, click on the **white icon** beside the caption **Hamsters**. Select **Propose a change to this record**. The EZ form is displayed (see next page):

EXAMPLE #6: PARENTHEZING A NUMBER AND
CREATING A SEE REFERENCE (Continued)

<div>Save Save & close Print Cancel Logout Help</div>	
Proposed Schedules Record [SF459.H3] LC Classification Proposal System	
Create a proposal to modify an existing classification number	
Proposal generated by <input checked="" type="radio"/> Book <input type="radio"/> No Book <input type="radio"/> CIP <input type="radio"/> Rare Book <input type="radio"/> Coop	
Existing class # SF459.H3	
Proposed class # <input type="text" value="SF459.H3"/> <input checked="" type="radio"/> Single # <input type="radio"/> Displayed span <input type="radio"/> Suppressed span	
Hierarchy	<div>Animal culture Pets Other animals, A-Z</div>
Caption	<input type="text" value="Hamsters"/>
TABLE	<input type="text"/>
Note ("Class here," "Including," etc.)	<div></div>
Work cat.	<input type="text"/>
Cataloger's comments	<input type="text"/>
Pattern (if none, leave blank)	<input type="text"/>
Better (if none, leave blank)	<input type="text"/>
If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.	
Email address	<input type="text"/>

Step 3: Edit the caption to read **Hamsters see SF458.9-SF458.95.**

**EXAMPLE #6: PARENTHEZING A NUMBER AND
CREATING A SEE REFERENCE (Continued)**

Step 4: In the **Cataloger's comments** field, add a note to the editorial staff requesting that the number SF459.H3 be parenthesized.

*Note: Do NOT actually put parentheses around the number in the **Proposed class #** field.*

Step 5: Cite the item that is generating the proposal in the **Work cat.** field.

Step 6: Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

The screenshot shows the 'Proposed Schedules Record [SF459.H3]' form in the 'LC Classification Proposal System'. At the top are buttons for 'Save', 'Save & close', 'Print', 'Cancel', 'Logout', and 'Help'. The form title is 'Proposed Schedules Record [SF459.H3]' and the subtitle is 'LC Classification Proposal System'. Below this is the instruction 'Create a proposal to modify an existing classification number'. The form contains several fields: 'Proposal generated by' with radio buttons for 'Book' (selected), 'No Book', 'CIP', 'Rare Book', and 'Coop'; 'Existing class #' with the value 'SF459.H3'; 'Proposed class #' with the value 'SF459.H3' and radio buttons for 'Single #' (selected), 'Displayed span', and 'Suppressed span'; a 'Hierarchy' field with a tree view showing 'Animal culture' > 'Pets' > 'Other animals, A-Z'; a 'Caption' field with the text 'Hamsters see SF458.9-SF458.95'; a 'TABLE' field; a 'Note ("Class here," "Including," etc.)' field; a 'Work cat.' field with the text '2013345678: Thompson, R. Hamsters as pets, 2013.'; a 'Cataloger's comments' field with the text 'Please parenthesize SF459.H3'; a 'Pattern (if none, leave blank)' field; a 'Better (if none, leave blank)' field; and an 'Email address' field with the text 'myname@loc.gov'. A note at the bottom states: 'If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.'

Step 7: Print the screen.

Step 8: Click **Save**. On the confirmation screen, click **Close**.

*EXAMPLE #6: PARENTHEZING A NUMBER AND
CREATING A SEE REFERENCE (Continued)*

Step 9: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new reference is displayed in brown:

SF459.G9	Guinea pigs (Cavies) <input type="checkbox"/>
	Cf. SF401.G85 General culture <input type="checkbox"/>
SF459.H3	Hamsters <input type="checkbox"/>
SF459.H3	Hamsters see SF458.9-SF458.95 <input type="checkbox"/>
SF459.H43	Hedgehogs <input type="checkbox"/>

Step 10: Attach the printout that was made in Step 7 to the item generating the proposal and send both to PSD for processing.

EXAMPLE #7: CREATING A CF. NOTE (METHOD 1)

Proposal: The following lines currently exist in the LC Classification:

GN476.73 Ethnobotany

QK86.5 Applied ethnobotany

The proposal is to create the following Cf. note:

GN476.73 Ethnobotany
 Cf. QK86.5 Applied ethnobotany

Step 1: Browse to GN476.73, the location where the Cf. note is to be added

Step 2: Click on the **white icon** beside GN476.73 and select **Propose a new reference here** from the pop-up menu. The EZ form for creating references is displayed:

<input type="button" value="Save"/>	<input type="button" value="Save & close"/>	<input type="button" value="Print"/>	<input type="button" value="Cancel"/>	<input type="button" value="Logout"/>	<input type="button" value="Help"/>
-------------------------------------	---	--------------------------------------	---------------------------------------	---------------------------------------	-------------------------------------

Proposed Schedules Record	<i>LC Classification Proposal System</i>
----------------------------------	--

Propose a new tracing or reference	
Use the radio buttons on the left to select the type of tracing or reference you are proposing and complete the two input fields on that line. The Location of reference value describes where this reference will appear in the schedules and the Target # field contains the class number or span to which this reference refers.	
Proposal generated by <input checked="" type="radio"/> Book <input type="radio"/> No Book <input type="radio"/> CIP <input type="radio"/> Rare Book <input type="radio"/> Coop	
Location of reference GN476.73	
<input type="radio"/> Caption	<input type="text"/>
<input type="radio"/> Cf. Target #	<input type="text"/>
<input type="radio"/> For Topic	<input type="text"/>
	see Target # <input type="text"/>
	Topic <input type="text"/>
	see Target # <input type="text"/>
Work cat.	<input type="text"/>
Cataloger's comments	<input type="text"/>
If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.	
Email address	<input type="text"/>

EXAMPLE #7: CREATING A CF. NOTE (METHOD 1) (Continued)

Step 3: Since the reference being proposed is a Cf. note, click the radio button beside the second of the three choices on the easy form. Type **QK86.5** in the **Target #** field and **Applied ethnobotany** in the **Topic** field.

When entering a span of numbers, e.g., GN476.7-GN476.78, always type the FULL beginning number and the FULL ending number, even though redundant portions of the span are suppressed in both online and print displays.

Step 4: Cite the item that is generating the proposal in the **Work cat.** field.

Step 5: Fill in any other applicable fields.

After completing Steps 3-5, the EZ form looks like this:

<input type="button" value="Save"/>	<input type="button" value="Save & close"/>	<input type="button" value="Print"/>	<input type="button" value="Cancel"/>	<input type="button" value="Logout"/>	<input type="button" value="Help"/>
-------------------------------------	---	--------------------------------------	---------------------------------------	---------------------------------------	-------------------------------------

Proposed Schedules Record	<i>LC Classification Proposal System</i>
----------------------------------	--

Propose a new tracing or reference

Use the radio buttons on the left to select the type of tracing or reference you are proposing and complete the two input fields on that line. The **Location of reference** value describes where this reference will appear in the schedules and the **Target #** field contains the class number or span to which this reference refers.

Proposal generated by ☒ Book ☐ No Book ☐ CIP ☐ Rare Book ☐ Coop

Location of reference GN476.73

<input type="radio"/> Caption		see Target #	
<input checked="" type="radio"/> Cf. Target #	QK86.5	Topic	Applied ethnobotany ×
<input type="radio"/> For Topic		see Target #	

Work cat.

Cataloger's comments

If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email address

Step 6: Print the screen.

Step 7: Click **Save**. On the confirmation screen, click **OK**.

Step 8: Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new Cf. note is displayed in brown:

EXAMPLE #7: CREATING A CF. NOTE (METHOD 1) (Continued)

GN476.7	Biology. Ethnobiology <input type="checkbox"/>
GN476.73	General works <input type="checkbox"/>
	Ethnobotany <input type="checkbox"/>
	Cf. QK86.5 Applied ethnobotany <input type="checkbox"/>
	Ethnozoology <input type="checkbox"/>

Step 9: Attach the printout that was made in Step 6 to the item generating the proposal and send both to PSD for processing.

EXAMPLE #8: CREATING A SEE REFERENCE (METHOD 2)

Proposal: The following number is being proposed in LC Classification:

PS3568.O243 Roberts, Nora

The following see reference is also being proposed:

[PS3568.O222] Robb, J. D., 1950- see PS3568.O243

Step 1: Create a proposal for PS3568.O243, following the instructions in Example 1.

Step 2: Click on Click on the **white icon** beside PS3568.O243 and select **Modify or delete this proposal** from the pop-up menu. The EZ form for creating the proposal is displayed again, this time with reference fields (see next page):

EXAMPLE #8: CREATING A SEE REFERENCE (METHOD 2) (Continued)

<input type="button" value="Save"/> <input type="button" value="Save & close"/> <input type="button" value="Print"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Logout"/> <input type="button" value="Help"/>	
Proposed Schedules Record [PS3568.O243] <i>LC Classification Proposal System</i>	
Modify a proposal for a new classification number	
Proposal generated by <input checked="" type="radio"/> Book <input type="radio"/> No Book <input type="radio"/> CIP <input type="radio"/> Rare Book <input type="radio"/> Coop	
Existing class # PS3568.O198	
Proposed class # <input type="text" value="PS3568.O243"/> <input checked="" type="radio"/> Single # <input type="radio"/> Displayed span <input type="radio"/> Suppressed span	
Hierarchy	
American literature Individual authors 1961-2000 R	
Caption <input type="text" value="Roberts, Nora"/>	
TABLE <input type="text" value="P-PZ40"/>	
Note ("Class here," "Including," etc.)	
<p>The following class numbers (which can be spans) correspond to the place where each tracing or reference should appear in the schedules. The Proposed class #, at the top of this form, is the number to which these references refer.</p>	
<input checked="" type="radio"/> See ref. (class #) <input type="text"/>	Caption <input type="text"/>
<input type="radio"/> For ... see ... (class #) <input type="text"/>	Topic <input type="text"/>
<input type="radio"/> Cf. note (class #) <input type="text"/>	Topic <input type="text"/>
Work cat. <input type="text"/>	
Cataloger's comments <input type="text"/>	
Pattern (if none, leave blank) <input type="text"/>	
Better (if none, leave blank) <input type="text"/>	
<p>If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.</p>	
Email address <input type="text"/>	

Step 3: Since the reference being proposed is a see reference, click the radio button next to **See ref.** Type **PS3568.O222** in the **See ref. (class #)** field and **Robb, J. D., 1950-** in the **Caption** field.

Step 4: Cite the item that is generating the proposal in the **Work cat.** field.

EXAMPLE #8: CREATING A SEE REFERENCE (METHOD 2) (Continued)



























Step 5: Fill in any other applicable fields.

After completing Steps 3-5, the EZ form looks like this:

<input type="button" value="Save"/> <input type="button" value="Save & close"/> <input type="button" value="Print"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Logout"/> <input type="button" value="Help"/>	
Proposed Schedules Record [PS3568.O243] <i>LC Classification Proposal System</i>	
Modify a proposal for a new classification number	
Proposal generated by	<input checked="" type="radio"/> Book <input type="radio"/> No Book <input type="radio"/> CIP <input type="radio"/> Rare Book <input type="radio"/> Coop
Existing class #	PS3568.O198
Proposed class #	<input type="text" value="PS3568.O243"/> <input checked="" type="radio"/> Single # <input type="radio"/> Displayed span <input type="radio"/> Suppressed span
Hierarchy	<div> <div>American literature</div> <div>Individual authors</div> <div>1961-2000</div> <div>R</div> </div>
Caption	<input type="text" value="Roberts, Nora"/>
TABLE	<input type="text" value="P-PZ40"/>
Note ("Class here," "Including," etc.)	<div></div>
<p>The following class numbers (which can be spans) correspond to the place where each tracing or reference should appear in the schedules. The Proposed class #, at the top of this form, is the number to which these references refer.</p>	
<input checked="" type="radio"/> See ref. (class #)	<input type="text" value="PS3568.O222"/> Caption <input type="text" value="Robb, J. D., 1950-"/>
<input type="radio"/> For ... see ... (class #)	<input type="text"/> Topic <input type="text"/>
<input type="radio"/> Cf. note (class #)	<input type="text"/> Topic <input type="text"/>
Work cat.	<input type="text"/>
Cataloger's comments	<input type="text"/>
Pattern (if none, leave blank)	<input type="text"/>
Better (if none, leave blank)	<input type="text"/>
<p>If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.</p>	
Email address	<input type="text"/>

EXAMPLE #8: CREATING A SEE REFERENCE (METHOD 2) (Continued)

- Step 6: Print the screen.
- Step 7: Click **Save**. On the confirmation screen, click **OK**.
- Step 8: Browse for PS3568.O222. Click the Minaret **Refresh** button (NOT the browser's Refresh button). The proposed new reference is displayed:

PS3568.I265	Rice, Anne, 1941- TABLE P-PZ40  
	Ridgeway, Jason, 1928- see PS3563.A674  
	Rikki, 1943- see PS3554.U279  
	Ringo, Clay, 1908- see PS3558.O3473  
PS3568.O198	Robb, Candace M. TABLE P-PZ40  
	Robb, J. D., 1950- see PS3568.O243  
	Roberts, Gillian, 1939- see PS3557.R356  
	Roberts, Janet Louise see PS3552.R656  
PS3568.O243	Roberts, Nora TABLE P-PZ40  
PS3568.O2493	Robertson, Keith TABLE P-PZ40  
	Rollins, Audre Lorde see PS3562.O75  
	Roquelaure, A.N. see PS3568.I265  
PS3568.O7639	Rose, Marcia TABLE P-PZ40  

The reference is not properly aligned with the hierarchy. PSD staff will correct it when the proposal is scheduled for a list.

- Step 9: Attach the printout of the proposal to the item generating the proposal and send both to PSD for processing.

*Note about printouts: It's generally a good idea to make the required printout of a proposal before saving the proposal record (see Step 7). Do so by using the browser's **Print** button (or **File - Print...**). It's also possible to make the printout after the proposal has been saved. Just click on the **white icon** and select **Modify or delete this proposal** beside the green caption to redisplay the EZ form for that caption. Make the printout and then click either **Cancel** (if no changes were made) or **Save** (if any additional changes were made).*